

PART 2048 - POSITION CLASSIFICATION

SUBPART H - SUPERVISORS FILE OF POSITION
DESCRIPTIONS AND STANDARDS OF PERFORMANCE§2048.351 General.

Official position descriptions are kept by personnel management representative in National, Finance, and State Offices prescribed by OPM procedures. Official standards of performance are also kept in these files. Supervisors receive a duplicate (not official copy of the position description and standard of performance for positions. Supervisors must keep an up-to-date file folder of these copies for use in position classification (see §2048.3(d) of RD Instruction 2048-A and personnel management). If a supervisor leaves the position, the file folder is given to the new supervisor. When an office is closed or a work unit ended, the file is destroyed.

§2048.352 Contents of files.

(a) Position description. Supervisors will make a file of copies of position descriptions by grade, from the highest to the lowest.

(1) One copy of the position description for each position is kept, except for standard jobs. Only one position description copy is kept for all positions with the same standard job (SJ) number such as (SJ-5) County Supervisor or (SJ-67) District Director. In the top right corner of the one position description copy, the supervisor keeps a record of the number and headquarters of positions that have the same title, series, grade, and SJ number. (For example, three positions: Ames, Colfax, and Union.)

(2) When an official position description is amended or a new description developed, the supervisor is told or given a carbon copy of Form RD 212-1, "Change in Position Description." The supervisor amends his copy of the position description or destroys the old position description copy and makes a file of the new one. Form RD 212-1 are then destroyed.

(3) Keep only position descriptions for active, approved positions. If positions are abolished, the supervisor will destroy those position description copies or make the necessary records changes.

(b) Standards of performance. Supervisory copies of Form AD-434, "Performance Appraisal," and standards of performance are kept in the folder with copies of official position descriptions.

DISTRIBUTION: W, S, D, C

Personnel
Position Classification

RD Instruction 2048-H
§2048.352 (b) (Con.)

(1) Form AD-434 and standards of performance for each employee are attached to position descriptions. For position descriptions used by multiple employees, the supervisor's copy of Form AD-434 for employees in each SJ is attached to the one copy of the position description and standards of performance.

(2) If an employee is promoted, resigns, or transfers to another Government agency, the supervisor's copy of Form AD-434 is destroyed. The standards of performance copy is kept with the position description for a vacant (but current) position. The standards of performance copy is destroyed when a vacant position is abolished.

§2048.353 Use of file materials for yearly job certification and performance rating processes.

(a) When Form AD-434 is received annually, the supervisor will use his/her copy of the:

(1) Position description to check and certify the accuracy of each position description (see §2048.205(b) of RD Instruction 2048-E).

(2) Standards of performance for evaluating performances and discussing performance requirements with each employee.

(b) After completing position description certification and performance evaluation, send the official copy of Form AD-434 to the State Director, Director, Finance Office, or Personnel Division. Keep personnel copies of Form AD-434.

§2048.354 Employee personal copy records.

Each employee is given copies of his/her position description, standards of performance for the position, and Form AD-434. Keep these documents up-to-date in your personal Employment Folder.

§§2048.355 - 2048.400 [Reserved]

oOo